

MEMORANDUM

5/24/2010

TO: Marc Hansen, County Attorney, Office of the County Attorney
Jennifer Barrett, Director, Department of Finance
Melanie Wenger, Director, Office of Intergovernmental Relations
FROM: Chris Cihlar, CountyStat Manager
SUBJECT: State Property Tax Process

The following items were identified for follow-up during the 5/21/2010 CountyStat meeting:

Identify best practices throughout the State of Maryland with regard to personal property tax certification and billing procedures

Responsible parties: FIN
Other parties involved: CAT
Deadline: 7/2/2010

Undertake necessary proceedings to create a local law that allows Montgomery County to generate estimated personal property tax bills

Responsible parties: CAT
Other parties involved: FIN
Deadline: 7/2/2010

Prioritize the issue of delays in State certifications of personal property taxes on the agenda of the Office of Intergovernmental Relations

Responsible parties: IGR
Other parties involved: CAT, FIN
Deadline: 7/2/2010

Determine how to apply the existing Department of Finance payment systems for online credit card payment to the current Office of the County Attorney system

Responsible parties: CAT
Other parties involved: FIN
Deadline: 7/2/2010

cc: Timothy Firestine, Chief Administrative Officer
Fariba Kassiri, Assistant Chief Administrative Officer